

MINUTES

Agenda items	Actions
<p>Attendees: Laura Cross (LC) Andrew Dharman (AD) – Chair of Governors Sam Farquharson (SFa) Kathleen Finn (KF) Sally Flowers (SFI) - Headteacher Joanne Gravestock (JG) – Vice Chair of Governors Dan Lawrie (DL) Sophia Muralidhar (SM) Sushil Rapatwar (SR) John Russell (JR) Golnaz Shahabi (GS) Mark Strippel (MS) Liza Webber (EW)</p> <p>Also in attendance: Claire Milne (CM)</p>	
<p>Welcome</p>	
<p>1. Apologies For absence Apologies were received from Jackie Blazewicz (JB). All other Governors were in attendance.</p>	
<p>2. Authorised / Unauthorised absence The absence for JB was authorised.</p>	
<p>3. Declaration of Any Other Business (AOB) There were no declarations of any other business.</p>	
<p>4. Declaration of Interest in any Agenda Items There were no declarations of interest in any agenda items.</p>	
<p>5. Budget</p> <p>a) Budget outturn 2022 – 2023</p> <ul style="list-style-type: none"> • £4,290. <p>b) Pupil numbers</p> <ul style="list-style-type: none"> • Many local schools have much lower numbers. • We cannot close classes as there are not enough vacancies in each year group. <p>c) Proposed budget 2023 – 2024</p> <ul style="list-style-type: none"> • The budget report was pre-circulated. • The 2 teachers currently on maternity leave have not yet confirmed when they will be returning. • AD questioned the increase for 2023/24 over 2022/23. <ul style="list-style-type: none"> ○ This is mainly due to salary increases. • AD questioned the variance in the premises related expenses. 	

- 2021/22 included rates which are now taken centrally.
 - School trips are in / out transactions.
 - We are still awaiting details relating to JFSM (Junior Free School Meals).
 - Income relating to both UFSM and JFSM goes direct to ESCC (Ealing Schools Catering Consortium).
 - We are still awaiting the annual SEN top up for 2 children – this has not been included in the budget.
 - We currently have 27 EHCP, this has increased from 14 (12 months ago).
 - We have discussed this with the LA – no additional help is available.
 - We will have a follow up meeting with the LA in the autumn term.
 - JG asked if some children are in the wrong setting.
 - Yes.
 - Governors asked about the significant increase in LSA costs (up £132,364).
 - Mainly due to on-costs.
 - JG pointed out that we are obligated to take a pupil with an EHCP even if we are over PAN (Planned Admission Number).
 - CM monitors the cashflow closely and there are no issues.
 - DL asked if we have forecast a deficit at this level before.
 - We have plans to avoid this if necessary.
 - This will require tough conversations.
 - Hopefully things will improve in 2024 – 2025.
 - The LA are not worried.
 - CM will be applying for potential grants.
- d) Utilities Cost Management
- Based on feedback from our supplier (Laser – Kent County Council) we have allowed for a significant increase in energy costs.
 - The budget has been set on a worst case scenario.
- e) Benchmarking / Staffing
- CM pointed out that the DfE benchmarking data is over one year old.
 - The next data will be available in the autumn term.
 - CM added that not all schools code in the same way.
 - Staff per pupil – we are the 2nd highest.
 - Number of teachers – we are the 2nd lowest.
 - SF pointed out that Montpelier had 7 teachers leave and replaced them with Early Career Teachers.
 - Staffing – we are lowest.
 - AD asked if it would be possible to do an analysis of staff grades versus outputs.
 - It is not that simple.
 - AD then asked if we have a good mix of teachers.
 - We could accommodate more Early Career Teachers (ECT).
 - They would be mentored by year leaders.
 - SF pointed out that we have been reducing our Leadership Team.
 - It would be almost impossible to run on less.
 - GS asked about job shares.
 - Some are given full 2 hi=ours PPA; rather than less.
 - SF stressed that we cannot employ more part times as 2 x part timers equals more than 1 full time employee.
 - SF added that all of our part timers are high quality.
 - Income – we are highest.
 - Self-generated funding – we are lowest.
 - CM added that Fielding are the highest.
 - SF pointed out that 2 / 3 schools include parent contributions.

<ul style="list-style-type: none"> ▪ We may need to review this. <p>Following presentation of the proposed budget for 2023 – 2024 a vote was taken, and the budget was approved unanimously.</p>	
<p>6. Headteacher’s Verbal Update</p> <p>a) School Uniform</p> <ul style="list-style-type: none"> • School Council undertook a survey. • Most children were in favour of a change. • We have liaised with parents and the uniform makers (Juniper). • The plan was to introduce the new uniform from September. <ul style="list-style-type: none"> ○ It has subsequently been agreed to start from Easter. • There will be a 2 year rolling programme. • There will be a blue / white polo shirt. <ul style="list-style-type: none"> ○ This looks very smart. ○ JG agreed that it looks smart. ○ LW added that it is much more up to date. • The new uniform is gender neutral. • It will be cheaper for parents / carers in the long term. • The change will also simplify administration “tuck your shirt in”. • 75% of the work was done by the children. 	
<p>7. Agree the minutes of the Full Governing Body Meeting on 22 March 2023 These were agreed as a true and accurate record of the meeting.</p>	
<p>8. Matters arising from the Full Governing Body Meeting on 22 March 2023</p> <ul style="list-style-type: none"> • CM to ensure that all Governors have an LGFL e-mail address. <ul style="list-style-type: none"> ○ Closed. • AD to arrange a handover meeting for Safeguarding / SCR. <ul style="list-style-type: none"> ○ Carried forward. ○ We are transitioning to a portal at half term. • AD / SB to go through the Safeguarding training slides with SR. <ul style="list-style-type: none"> ○ Carried forward. • Wellbeing Governor. <ul style="list-style-type: none"> ○ Closed. ○ SM. • AD / SF to review the Governor skills analysis – identify training needs. • Carried forward. <p>Parking - SF reported that the LA has agreed to extend the White Zig Zags.</p>	<p style="text-align: center;">AD</p> <p style="text-align: center;">AD/ SB</p>
<p>9. Governance Matters</p> <p>a) Correspondence to the Chair</p> <ul style="list-style-type: none"> • There has been no correspondence. <p>b) Governing Board Vacancy – Citizen Governor</p> <ul style="list-style-type: none"> • We are still trying to identify a suitable candidate. <p>c) Governor Visit Date</p> <ul style="list-style-type: none"> • To be arranged in the Autumn term. <p>d) Governor visits</p> <ul style="list-style-type: none"> • LW and AD will be visiting on Wednesday / Friday next week to observe the processes relating to SATS. 	

10. Policies Approved by the Headteacher There were none.	
11. Policies / Documents for Approval There were none.	
12. Any Other Business (as agreed above) There were no items of other business.	
13. Date and time of next meeting Wednesday 12 July 2023 at 7PM in School	

Meeting closed at 8:30PM